

#### **4.8.8 Transaction Processing For Reversals**

This process allows the user to reverse specific final disposition transactions and the Receipt Transaction. Transactions affecting the recording of final disposition and receipt data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing final disposition and Receipt 'T-type' transactions online through the Reverse Final Disposition Transaction and Reverse Receipt Transaction processes. These 'T-type' transactions include the following:

- Receipt (T02)
- Expended to Scrap (T03)
- Survey Lost Personal Property (T04)
- Utilized by Generating NASA Center (T05)
- Utilized by Other NASA Centers (T06)
- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)
- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)
- Transferred to DRMO for Further Disposal Processing (T09)
- Transfer of Foreign Excess Property for Donation (T10)
- Donation to Public Bodies without Prior GSA Approval (T11)
- Transferred to GSA for Further Disposal Processing (T12)
- Donation Approved by GSA (T13)
- Transferred to Other without Prior GSA Approval (T16)
- Abandoned or Destroyed Property (T18)
- Exchange/Sale Transfer of Property (T19)
- Donation to Other without Prior GSA Approval (T20)

Other types of transactions do not use this process. Freeze (F00) transactions are deleted (thawed) -- not reversed (Refer to Section 4.8.7.3). Sold by NASA or Agent (T14) and Sold by GSA (T15) are reversed through the Sales Process (Refer to Section 4.8.5.5).

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01	
		TRANSACTION MENU		14: 07: 09	
		TX		MSXXX	
Selections:					
1 Add		8 Reversal			
2 Change		9 Convert Case to Component			
3 Delete		10 Convert Component to Case			
4 Receipt		11 Enter SRD and GSA Control No			
5 Sales		? In any field for Help			
6 Exchange (Trade-In)		. Exit Transaction Process			
7 Freezes and Dispositions (Includes Scrap and Surveys)					
Enter Selection: _____					
Prop Case No: 804101 _____		Item Id: _____			
ECN: _____		Cust Acct No: _____			
ERN: _____		(For Reversal only)			
Trans Id: _____		(Process Final Disposition w/o Freeze)			
Navigation: _____					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV RVW CNCL	
		CLEAR		EXIT	

## INPUT DATA

- Enter Selection input value = **8**
- Press **<Enter>**.

NPDMS action is performed based on the input on the TRANSACTION MENU (ND5000MA).

NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND5000MB		
Enter an 'R' or a 'D' and one additional item from the list below to reverse a Receipt or a Disposition. Enter 'C' to Cancel.		
_ (R=Receipt, D=Disposition, C=Cancel)		
Receipts and Dispositions	Prop Case No: 804101 1060S160	Item Id: ____
	ECN: _____	
	ERN: _____	
Dispositions only	Document Numbers:	
	Request	_____
	Survey	_____
	Abnd/Dstryd	_____
	Procurement	_____
	DD- 1348- 1A	_____
Receipts only	Turn In	_____

#### INPUT DATA

- Transaction Type to Reverse input value = **R**, **D** or **C**
- Receipts and Dispositions
  - Prop Case No
  - Item Id
  - ECN
  - ERN
- Dispositions Only
  - Document Numbers
    - ?- Request
    - ?- Survey
    - ?- Abnd/Dstryd
    - ?- Procurement

-?- DD-1348-IA

- Receipt Only

— Document Numbers

-?- Turn In

- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB) for reversing of Final Dispositions or the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA) for reversing a Receipt.

#### 4.8.8.1 Reverse Final Disposition

This process allows the user to reverse Controlled (NEMS-tagged) and Non-Controlled NASA Property Final Dispositions. Transactions effecting the recording of final disposition data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing the following final disposition 'T-type' transactions online:

- Expended to Scrap (T03)
- Survey Lost Personal Property (T04)
- Utilized by Generating NASA Center (T05)
- Utilized by Other NASA Centers (T06)
- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)
- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)
- Transferred to DRMO for Further Disposal Processing (T09)
- Transfer of Foreign Excess Property for Donation (T10)
- Donation to Public Bodies without Prior GSA Approval (T11)
- Transferred to GSA for Further Disposal Processing (T12)
- Donation Approved by GSA (T13)
- Transferred to Other without Prior GSA Approval (T16)
- Abandoned or Destroyed Property (T18)
- Donation to Other without Prior GSA Approval (T20)

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the Transaction Menu, type **8** at Enter Selection.
- Press **<Enter>**. NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
<b>ND5000MB</b>		
Enter an 'R' or a 'D' and one additional item from the list below to reverse a Receipt or a Disposition. Enter 'C' to Cancel.		
_ (R=Receipt, D=Disposition, C=Cancel)		
Receipts and Dispositions	Prop Case No: 804101 1060S160	Item Id: ____
	ECN: _____	
	ERN: _____	
Dispositions only	Document Numbers:	
	Request	_____
	Survey	_____
	Abnd/Dstryd	_____
	Procurement	_____
	DD-1348-1A	_____
Receipts only	Turn In	_____

## INPUT DATA

- Transaction Type to Reverse input value = **D** or **C**
- Receipts and Dispositions
  - Prop Case No
  - Item Id
  - ECN

- ERN
- Dispositions Only
  - Document Numbers
    - ?- Request
    - ?- Survey
    - ?- Abnd/Dstryd (Abandoned/Destroyed)
    - ?- Procurement
    - ?- DD-1348-IA
- Press **<Enter>**. If the user enters **D**, Disposition, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB). If the user enters **C**, to Cancel, NPDMS displays the TRANSACTION MENU screen (ND5000MA).
- The appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM							03/01/01
ND5199MB / ND5199PA		REVERSAL TRANSACTION				14: 12: 55	
		REVE TR				MSXXX	
Prop Case No: 804101 1060S160		Item ID: 01		Current Qty:			
Local Ref No: MSFC		Turn-In Doc No: 123					
Item Name/Desc: MSFC		/ MARSHALL					
===== SELECT TRANSACTION TO REVERSE =====							
Line	Trans ID	ERN	Di sp Date	Di sp Qty	Di sp Cost	ECN	User ID
1	T05	0810610886	03/02/01	2	100.00		MSXXX
2	T05	0810610887	03/02/01	2	100.00		MSXXX
3	T06	0810610885	03/02/01	2	100.00		MSXXX
4	T06	0810610888	03/02/01	2	100.00		MSXXX
5	T06	0810610889	03/02/01	2	100.00		MSXXX
6	T06	0810610890	03/02/01	2	100.00		MSXXX
7	T06	0810610891	03/02/01	2	100.00		MSXXX
8	T07	0810600892	03/01/01	2	100.00		MSXXX
9	T08	0810600893	03/01/01	2	100.00		MSXXX

Enter the Line No of the Transaction to Reverse or 'C' to Cancel: \_ Mbre: Y

Navigation: \_\_\_\_\_

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -

          HELP  LOPF  PREV          CNCL          PGUP  PGDN                  EXIT

## INPUT DATA

- Line No of Transaction to Reverse or 'C' to Cancel  
 input value = **1, 2, 3, 4, 5, 6, 7, 8, 9, or C**
- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA). If **C** is entered, the system displays the TRANSACTION MENU (ND5000MA).

The appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND5199MA / ND5199PA	REVERSAL TRANSACTION	14: 14: 58
	REVE TR	MSXXX
Prop Case No: 804101 1060S160	Item ID: 01	Current Qty:
Local Ref No: MSFC	Turn-In Doc No: 123	
Item Name/Desc: MSFC	/ MARSHALL	
Disposition Qty: 2	Disposition Date: 03/02/01	
Trans ID being Reversed: T05	ECN:	ERN: 0810610886
===== TRANSACTION INFORMATION =====		
Requestor Name: XXXXXX XXXXX	Phone: ( 205 ) 544 - 5555	
Agency Name: MARSHALL SPACE FLIGHT CENTER	Requestor Agency ID: N	
Address:		
REDSTONE ARSENAL		
City: HUNTSVILLE	State: AL	Zip: 35812-
		Doc No: 1
Previous SF-120 Withdrawal/Correction printed: N		
Print SF-120 Correction: _	GSA Rpt Date:	
Txn Desc: _____	More: N	
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV RVW CNCL		EXIT

## INPUT DATA

- Print SF-120 Correction  
 input value = **C or blank**
- Txn Desc
- More  
 input value = **Y or blank**
- Press **<Enter>**. If **C** is entered for Print SF-120 Correction, NPDMS displays the GSA Withdrawal/Correction Narrative (ND5100MD) pop-up window to allow entry of additional data.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/02/01
REVERSAL TRANSACTION		13: 59: 40
ND5199MA / ND5199PA		MSXXX
Prop Case No: 804101 1060S162	Item Id: 01	Current Qty: 1
Local Ref No:	Turn-In Doc No:	
Item Name/Desc: DISPLAY UNIT	/	
Disposition Qty: 1****	Actual Prop Removal Date: 02 01 2001	
Trans Id: T20	ECN: G031466	
=====		
Reque	ND5100MD	5
Ag	GSA Withdrawal Approval Date: 01 02 2001	
	Withdrawal/Correction Narrative:	
Appro	_____	2001
Doc N	_____	/ 96
Trans	_____	2001
Txn D	_____	e: -
Next	Enter 'C' to Cancel: _	): -
Navig		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV RVW CNCL EXIT		

#### INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If you enter **C** to Cancel, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA).
- If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/02/01
REVERSAL TRANSACTION		13: 59: 40
ND5199MA / ND5100MC		
Property Transaction Description:		
Prop Case No:	_____	
Local Ref No:	_____	
Item Name/Des	_____	
Disposition Q	_____	
Trans ID bein	_____	
=====		
Requestor Nam	Enter 'C' to Cancel: _	
Agency Nam		
Address		
City: HUNTSVILLE	State: AL	Zip: 35812-
		Doc No: 1
Previous SF- 120 Withdrawal/Correction printed: N		
Print SF- 120 Correction:	GSA Rpt Date:	
Txn Desc: _____	More: Y	
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV RVW CNCL EXIT		



## INPUT DATA

- Property Transaction Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the REVERSAL TRANSACTION (ND5199MA) screen.
- NPDMS then updates the Case File, generates the following transactions: a 'RTnn' Transaction ('nn' may equal 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 16, 18, or 20), a X15 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.
- NPDMS then returns to the Transaction Menu and displays the message '*Entry Reference Number Assigned is: N10*' and allows selection of the next transaction.

### 4.8.8.2 Reverse Receipt Disposition Process

This process allows the user to reverse a specific Receipt (T02) Transaction that may have been inadvertently entered against the wrong Property Case Number. NSMS Materials Inventory property receipts can not be reversed in this process. Receipt processing for NSMS is completed using the Overage/Underage/Matched report that is done in batch. Refer to section 5.3 for more detailed information.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the Transaction Menu, type **8** at Enter Selection.
- Press **<Enter>**. NPDMS displays the pop-up window (ND5000MB) for user response for the type of transaction to be reversed.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND5000MB		
Enter an 'R' or a 'D' and one additional item from the list below to reverse a Receipt or a Disposition. Enter 'C' to Cancel.		
_ (R=Receipt, D=Disposition, C=Cancel)		
Receipts and Dispositions	Prop Case No: 804101 1060S161	Item Id: ____
	ECN: _____	
	ERN: _____	
Dispositions only	Document Numbers:	
	Request	_____
	Survey	_____
	Abnd/Dstryd	_____
	Procurement	_____
	DD- 1348- 1A	_____
Receipts only	Turn In	_____

#### INPUT DATA

- Transaction Type to Reverse input value = **R** or **C**
- Receipts and Dispositions
  - Prop Case No
  - Item Id
  - ECN
  - ERN
- Receipt Only
  - Document Numbers
  - Turn In
- Press **<Enter>**. NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).
- The appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND5202MA / ND5202PA	RECEIPT REVERSAL - RT02	14: 25: 30
	REVE RE	MSXXX
Prop Case No: 804101 5332S097	Item ID: 01	Current Qty: 1
Local Ref No: MARSHALL SPACE FLIGHT CENTER	Turn-In Doc No: 1	
Item Name/Desc: COMPUTER, MICRO	/	
ECN: G031461	Cust Acct No: 33001	CC: 4
Current Acq Cost: 2475.00	Unit Of Measure: EA	
Component System - Name:	FSC Code:	
===== TRANSACTION INFORMATION =====		
Mfg's Name: INTERNATIONAL BUSINESS MACHINE	ERN: 0853480218	
Model No:	Serial No: 8274854	
Warehouse Loc: 3000520004	Warehoused Date: 12/14/95	
Print SF-120 Correction: _	GSA Rpt Date: 01/10/96	
Adj Desc: *****		
_____		
Please Enter 'P' to Process or 'C' to Cancel: _		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV RVW CNCL EXIT		

## INPUT DATA

- Print SF-120 Correction input values = **C** or **blank**
- Adj Desc
- Enter 'P' to Process or 'C' to Cancel input values = **P** or **C**
- Press **<Enter>**. If you enter **C** to Cancel, NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).
- If a **C** is entered in the Print SF-120 Correction field, NPDMS displays the GSA Withdrawal/Corrective (ND5100MD) pop-up window to allow entry of additional data.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
RECEIPT REVERSAL TRANSACTION - RT02		14: 29: 04
GSA Withdrawal Approval Date:		

  

Prop Case N Local Ref N Item Name/D ECN: G03146 Current Acq Component S =====	Withdrawal/Correction Narrative: <hr/> <hr/> <hr/> <hr/>
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Mfg's Name: Model No: Warehouse Loc: 3000520004 Print SF-120 Correction: C	Serial No: 8274854 Warehoused Date: 12/14/95 GSA Rpt Date: 01/10/96
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Adj Desc: NONE\*\*\*\*\*

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Please Enter 'P' to Process or 'C' to Cancel: p

Navigation:

Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --
HELP   LOPF   PREV   RVW   CNCL <span style="float: right;">EXIT</span>

## INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- NPDMS then updates the Case File, generates the following transactions: a 'RT02' Transaction, a X60 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.
- NPDMS returns to the TRANSACTION MENU (ND5000MA) and displays the message '*Entry Reference Number Assigned is: N10*'.